

# Louisville Public Library

## Meeting Room Policy

Revised and re-adopted by the Louisville Public Library Board of Trustees,  
September 28, 2011.

### PURPOSE

The Louisville Public Library has two meeting rooms available. When not previously booked by a Library or other City-government group, the room is available for use by:

1. Organized, non-profit groups which offer philanthropic, educational, or cultural programs to the community;
2. For-profit businesses located in Louisville or Superior.

The rooms are not intended to serve as a permanent or regular public meeting location except for Library and other City-government groups.

### ADMINISTRATIVE POLICY

#### Reserving a Room

- Reservations are on a first-come, first-served basis.
- An application is required for each scheduled meeting; staff will review the application, determine eligibility and approval, and confirm the availability of a meeting room.
- Applications must be signed and returned before the scheduled meeting is held.
- **The applicant representing the group using the room accepts personal responsibility for damage or loss to Library equipment and furnishings and must be in attendance at the scheduled meeting.**
- The Library reserves the right to cancel the use of a meeting room at any time; in the event of a scheduling conflict, every attempt will be made to reschedule a group's event.
- In the event of cancellation, the applicant is required to give at least 48 hours notice. Permission to use a meeting room does not constitute an endorsement by the Library of the group's beliefs.

#### Room Reservation Fee

##### Nonprofit Groups

- Use of meeting rooms is free to residents of Louisville and Superior.
- For all other parties, a fee of \$25 per hour—or portion thereof—will apply.

##### For-profit Groups

- Use of meeting rooms is reserved for businesses located in Louisville and Superior.
- A fee of \$45 per hour—or portion thereof—will apply.

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### All Users

- The total fee is to be paid by cash, check, or credit card (Visa, Master Card, American Express, and Discover) at time of check-in for the meeting.
- If a group occupies a meeting room beyond their stated time, additional payment will be required.
- Future meeting room use will be denied until all fees are paid and current.

### Conditions of Meeting Room Use

1. Non-City-government groups are required to check in at either the first-floor Circulation Desk (for Meeting Room use) or the second-floor Information Desk (for Board Room use) prior to the start of their meeting.
2. The meeting rooms can be used for any Library sponsored events.
3. The rooms cannot be used for events where admission is charged. The meeting must be open to Library staff and the general public.
4. A reservation may be made no more than 60 days in advance and a group is limited to one meeting in a 30-day period.
5. Group members will not be allowed in the Library prior to opening and must leave by the times stated below.

The meeting rooms are available:

DAY	TIMES
Monday-Thursday	10:00 AM to 7:30 PM
Friday & Saturday	10:00 AM to 5:30 PM
Sunday	1:00 PM to 4:30 PM

6. **The first-floor meeting room chairs and tables are set in a default setting (see posted diagram). If furniture is rearranged, the group is required to return it to its default position when the meeting is over. All trash must be placed in the appropriate wastebasket/recycling/composting container. Whiteboards must be erased and cleaned; whiteboard cleaner and paper towels are available in the meeting rooms.**
7. Request to use the Library audiovisual (A/V) equipment must be arranged by calling 303-335-4815 at least 72 hours prior to the meeting, or at the time of application, whichever is sooner. An agreed-upon time will be arranged to familiarize the responsible party with the A/V equipment (e.g., laptop hookup, LCD projector, control panel touch screen).
8. Catered box lunches can be served in the meeting rooms. Light refreshments (beverages and snacks) may be served. All food and drink must be kept within the meeting room. **Beverages With Red Or Purple Dye Are Not Permitted** (e.g., Hawaiian Punch, grape juice, grape soda, etc).

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9. If furnishings or equipment are damaged, repair or replacement will be determined by the Library director, and the responsible group will be billed for repair or replacement. If excessive cleaning is required by the Library's custodial service, the group will be billed for that excessive cleaning.
10. The Library will not store items for groups and will not be held responsible for items left behind.
11. Under City ordinance, smoking is not allowed in the building or within 15 feet of the building.
12. The fire code limits occupancy to 70 people in the 1st-floor room (Meeting Room) and 30 people in the 2nd-floor room (Board Room).
13. Children must be supervised by responsible adults.
14. Applicant must sign in and sign out at the designated information desk (first floor for Meeting Room, second floor for Board Room).
15. **Failure to observe these policies is grounds for denial of future meeting room use.**

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951 Spruce Street ♦ Louisville, CO 80027 ♦ 303-335-4815 ♦ fax: 303-335-4833 ♦ [karenf@louisvilleco.gov](mailto:karenf@louisvilleco.gov)

## Application for Meeting Room Use

(please allow 2-3 business days for processing and notification)

Today's Date: _____		
Name of Organization: _____		
Name of Responsible Person <b>in Attendance</b> : _____		
Title/Position: _____		
<b>Address of Organization or Responsible Person:</b>		
♦	♦	♦
Street	City / State	Zip Code
Telephone No: (     ) _____ E-mail address: _____		
Date of Meeting: _____		
Time of Meeting: <b>begin:</b> _____ <b>end:</b> _____ (including time you need for setup and cleanup)		
Expected Attendance: _____		
<b>NOTE:</b> 1 <sup>st</sup> Floor Room Optimum Seating:      Classroom Style = 32      Auditorium Style = 66		
Purpose of Meeting: _____		
A/V equipment needed?   No: <input type="checkbox"/> Yes: <input type="checkbox"/> What kind? _____		
<b>NOTE:</b> The responsible party is required to be checked-out on the A/V equipment prior to the meeting. Please make arrangements by calling 303-335-4815.		
Food or beverages served?   No: <input type="checkbox"/> Yes: <input type="checkbox"/> What kind? _____		
<b>NOTE:</b> Boxed lunches and light refreshments (beverages and snacks) are permitted. <b>Beverages with red or purple dye are not permitted in the Meeting Room</b> (Hawaiian Punch, grape juice, grape soda, etc.).		
<b>In consideration of being permitted to use the Library meeting room, the user, on behalf of itself and its members and invitees, hereby releases and agrees to indemnify the City of Louisville and the Louisville Public Library from and against any and all liability, claims, and demands resulting from the use of such meeting room by the user, its members, and invitees.</b>		
<b>I HAVE READ AND ACCEPT THE RULES ON THE ATTACHED PAGE, AND I WILL BE THE PERSON HELD RESPONSIBLE TO SEE THAT THEY ARE FOLLOWED.</b>		
X		
Signature		Date
<b>[ FOR LIBRARY USE ONLY Below this Space ]</b>		
X		
Received by	Date	<b>ASSIGNED LOCATION</b>
X		1 <sup>st</sup> Floor Meeting Room <input type="checkbox"/>
		2 <sup>nd</sup> Floor Board Room <input type="checkbox"/>
Confirmed and Scheduled by	Date	